

Background information

If an accredited professional resigns from an engagement as a relevant authority or dies or becomes incapable for any other reason of carrying out the functions of a relevant authority in respect of a particular development, the matter may be referred to another relevant authority. Division 4 – 90 Removal from acting – Planning, Development and Infrastructure Act 2016

When can resigning take place?

Resigning as the consent relevant authority can only be performed when the consent resigning from is under assessment.

Why is the 'resign consent' option not available in the consent related actions?

Only the accredited professional assigned to the consent can perform the resignation, meaning they would need to log in themselves to complete the action. If this person is no longer available, then contact PlanSA Service Desk for assistance on plansa@sa.gov.au.

After resigning from the consent

When an accredited professional resigns from a consent that is currently under assessment, the system will automatically complete the following actions:

1. **Creates applicant task** 'Apply for next consent'.
2. **Create an event history record** noting:
"Relevant authority resigned – awaiting applicant decision."
3. **Reset and close all associated processes and active tasks**, including:
 - Assess Consent
 - Awaiting Further Information (applicant response pending)
 - External Referral Requests
4. **Reset the consent status to 'initialised'**, requiring the applicant to re-apply and nominate a new relevant authority.
5. **Remove all previously entered planning consent information**, including:
 - Planning Information
 - Conditions and Notes
 - Appeal Matters
6. **Remove all previously entered building consent information**, including:
 - Insurance Details (excludes uploaded insurance certificate this remains in the document store)
 - Assessment Information
 - Required Notifications

Information. Consent new relevant authority

Upon receipt of the consent application by the new relevant authority, where the former authority had completed a referral response, the assessment clock will incorporate the previously recorded referral timeframe.

MY TASKS

MY APPLICATIONS

Assigned to me only Assigned to my Organisation

CONSENT/DA TYPE | Any

CONSENT STATUS | Any

CONS/DA ALLOCATED TO | Any

TASK NAME | Any

TASK ASSIGNED TO | Any

Application ID	Location	Location RA	Consent/Dev Approval Type	Consent/Dev Approval Status	Consent/Dev Approval Allocated To	Task Name	Task Assigned To	Task Days Remaining
26000592	44 FOREST AV NEWTON SA 5074	City of Campbelltown	PC	Under Assessment		Assess Consent		🕒 (30 Days)

Clock

Assessment #64711 - Active

Clock duration 30 business days (44 calendar days)

Start Date 10 Mar 2026

Completion Date

Expiry Date 22 Apr 2026

Total days Consent On Hold 0

Clock Extension Criteria

Reason for being RA	0 days
Days from verification	5 days
Development Category	5 days
Land Division	0 days
Building Classification	0 days
Maximum of: (Public Consultation Period + Applicant Response Period)	0 days
or Referral Period	20 days

Resign from the consent completing the following steps

1. Open the applicable consent.
2. Click on **Related Actions** to view available actions.
3. Click on **Resign Consent** to initiate the process.

Summary Documents Fees RFIs Assessment Info Insurance Required Notifications Referrals Conditions and Notes Clocks
Decision Appeals **Related Actions**

- Upload Documents**
Upload documents associated with consents for the DAP.
- Determine Additional Fees**
Determine if additional fees are required for a consent in the DAP
- Update Appeal Matters**
Add or Update Appeal Matters for the DAP
- Place On Hold**
- Reset Assessment Time-frame as per Reg 35.1**
- Generate File Notes**
- Edit Total Development Cost**
Edit/Update the total development cost for this development application
- Resign Consent**
Resign this consent and request applicant to nominate a different relevant authority

The **Resign Consent** page opens and lists the consents that will automatically be re-set triggering the action for the applicant 'to apply for the next consent'.

Resign Consent

Important Note: In completing the resign consent action you agree to resign from this application under [Section 90 of the Act](#). If you are also the applicant for this application, please contact PlanSA to discuss.

Automatically all pending Building Consents will be reallocated.

- Building Consent Stage 2
- Building Consent Stage 3

Reason (Notification of this resignation and the reason will be sent to the applicant)*

0/3000

Supporting Documents

Upload Documents

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/> Drop or paste files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

4. A reason for the resignation is required (mandatory) and will be included in email communications to the applicant.

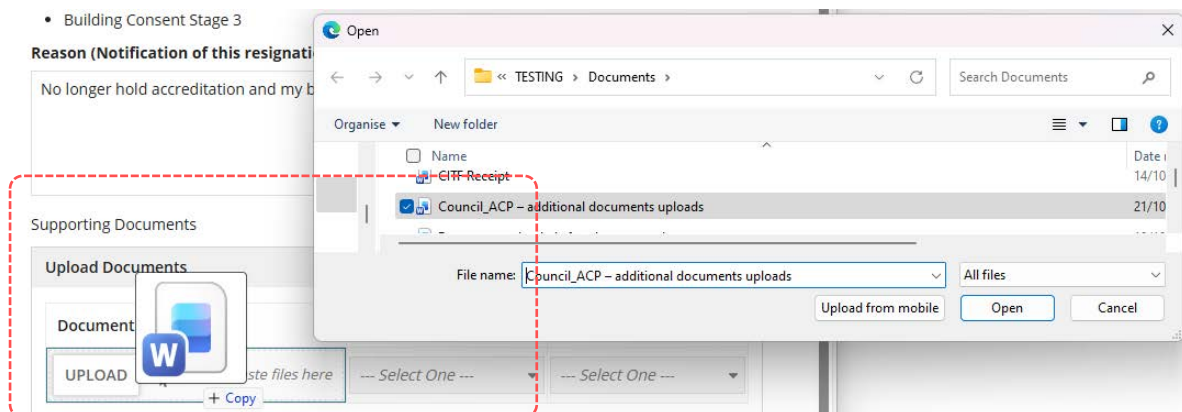
Reason (Notification of this resignation and the reason will be sent to the applicant)*

No longer hold accreditation and my business has been closed.

61/3000

As required, upload supporting document.

5. Click on Upload.
6. Drag-and-drop documents from the **Open** window into *Drop or paste files here* field.
7. Click **Cancel** to close the **Open** window.



8. Categorise the uploaded document.

Important! When the document is for internal purposes only, ensure the document type selected is not visible to the applicant.

9. Click **SUBMIT** to complete.

Supporting Documents

Document	Document Category	Document Type	Document Description
Council_ACP - ... DOCX - 21.94 KB	Other	Other Documents	resign from consent
UPLOAD	--- Select One ---	--- Select One ---	

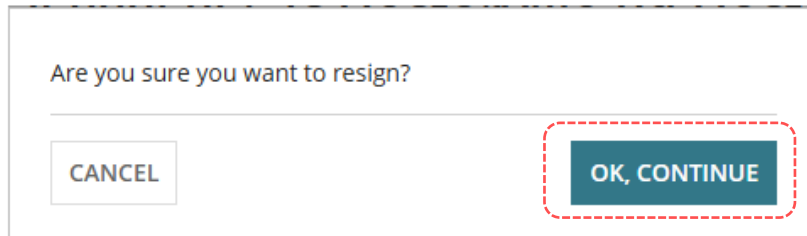
Note: You may select multiple documents to upload simultaneously.

CANCEL

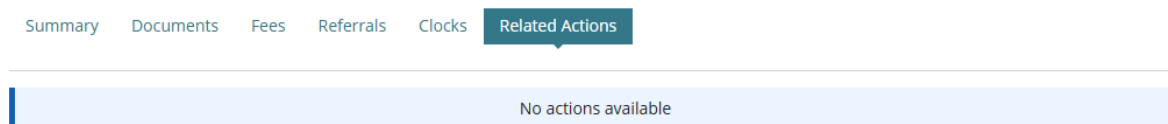
SUBMIT

10. Click **OK, CONTINUE** to confirm the resignation.

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The **Related Actions** page shows. Perform a manual refresh to update.



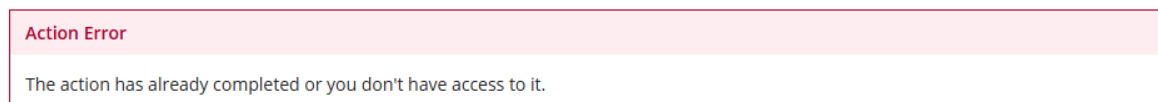
Resigned from Planning Consent

The **Summary** page opens with an action error message. To exit click on Assessments in the grey ribbon.



Planning Consent - 26000592: 44 Forest Av Newton SA 5074

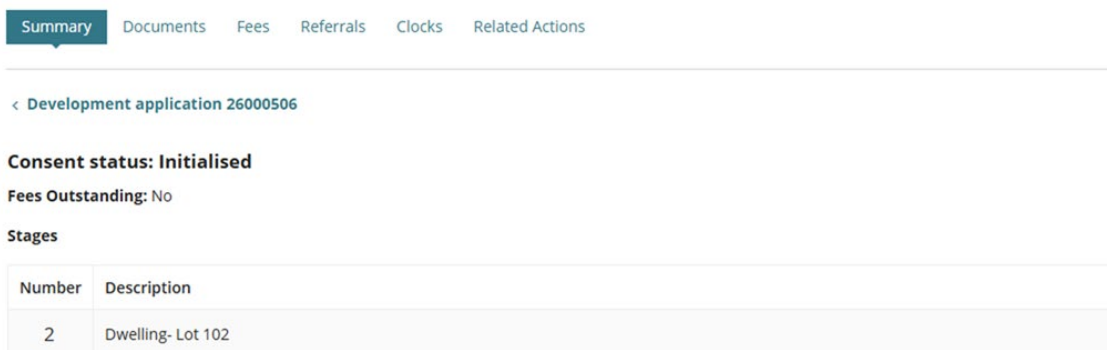
Summary Related Actions



Click on a button in the navigation ribbon above to continue.

Resigned from Building Consent

The **Summary** page will show 'initialised' as the consent status.



How to... Resigning as the consent relevant authority



The **Referral** tab remains and shows any distributed referrals with no response as 'recalled'.

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Summary Documents Fees **Referrals** Clocks Related Actions

< Development application 26000506

Other referrals

Referral Body	Referred By	Response Type	Referral Type	Distributed	Due	Response	Status	Action(s)
South Australian Metropolitan Fire Service	Top Gun Assessors	Regulation 45	Advice	5 Mar 2026	7 Apr 2026		Recalled	

All assessment **clocks** are cancelled.

Summary Documents Fees Referrals **Clocks** Related Actions

< Development application 26000506

Clock

Select a clock type

- Select a clock type
- Verification #64281 - Cancelled
- Assessment #64283 - Cancelled
- Verification #64286 - Cancelled
- Assessment #64608 - Cancelled
- Request for Further Information #64612 - Cancelled
- Referral #64613 - Cancelled

The **Documents** tab continues to show any documentation uploaded during consent assessment.

Summary **Documents** Fees Referrals Clocks Related Actions

< Development application 26000506

Search by keyword

Search by keyword

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Development Approval

Additional document filters

Decision Documents

Snapshots

Invoices

Other Documents

Hidden by default

Superseded

System Generated Emails

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Council_ACP – additional documents uploads.docx	Other Documents	resign from consent	5 Mar 2026 10:10			<input checked="" type="checkbox"/>	
<input type="checkbox"/> * building insurance.pdf	Building Indemnity Insurance		5 Mar 2026 8:39			<input checked="" type="checkbox"/>	
<input type="checkbox"/> * Request for Information - Application 26000506 - Building Consent Stage 2.pdf	Request for information		5 Mar 2026 8:36			<input checked="" type="checkbox"/>	
<input type="checkbox"/> TaxInvoice-Application26000506-BuildingConsentStage2-21809-490449.pdf	Tax Invoice		5 Mar 2026 8:07			<input checked="" type="checkbox"/>	
<input type="checkbox"/> VerificationOutcome-BuildingConsent-Application26000506-490439.pdf	Verification Outcome		5 Mar 2026 8:01			<input checked="" type="checkbox"/>	
<input type="checkbox"/> FeeAdvice-Application26000506-BuildingConsentStage2-21809-490437.pdf	Fee Advice		5 Mar 2026 8:01			<input checked="" type="checkbox"/>	
<input type="checkbox"/> * DAP Consent verification snapshot 36780.pdf	Verification Snapshot		5 Mar 2026 8:01			<input checked="" type="checkbox"/>	

Resignation Communications

Applicant

On resigning as the consent relevant authority an email notification is received by the applicant, primary contact, accredited professional (who resigned) and allocated assessor when assigned, including an action for the applicant to apply for the consent (resigned).

Consent(s) Resigned | Application #26000506

Applicant: Test Applicant

Address: 7C HECTORVILLE RD HECTORVILLE SA 5073



The relevant authority Top Gun Assessors has resigned from acting on your Building consent(s) assessment for Application 26000506. The request requires your confirmation and an action to reassign it to a new relevant authority for the assessment to proceed.

[Click to apply for the consent and assign a new relevant authority](#)

As a result of this action, all existing active referrals, outstanding fee advice, and active requests for information will be recalled or closed.

Regards,
Top Gun Assessors
1800752664

Referral body

On resigning as the relevant authority for the consent an email notification email is received by the referral bodies who have received request and not responded.

Consent(s) Resigned | Application #26000506

Applicant: Test Applicant

Address: 7C HECTORVILLE RD HECTORVILLE SA 5073



The relevant authority Top Gun Assessors has resigned from acting on your Building consent(s) assessment for Application 26000506. As a result of this action, all existing active referrals and active requests for information will be recalled or closed.

The **Summary** page of the development application no longer shows the action ‘Assess Consent’ and the assessment status grid shows the building consent stage with relevant authority cleared and ‘initialised’.

The remaining staged building consents will remain assigned to the resigned accredited professional until the applicant submits the next consent in the sequence (e.g., Building Consent – Stage 2). At that time, the consent will update to the new consent authority. It will either stay visible on the dashboard if another accredited professional from the same organisation is selected, or it will be removed.

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
✓ Planning Consent	Transitional RA		Granted	
✓ Building Consent - Stage 1	test one - Plan & Build ACP		Granted	
✓ Staged Development Approval for: Planning Consent Building Consent - Stage 1	City of Campbelltown		Granted	
Building Consent - Stage 2			Initialised	
Staged Development Approval for: Building Consent Stage 2	City of Campbelltown		Awaiting Precursor Consent	
Building Consent - Stage 3	User Four - Top Gun Assessors	Type to select the user	Initialised	
Development Approval for: Building Consent - Stage 3	City of Campbelltown		Awaiting Precursor Consent	

The Applicant’s view shows two actions to ‘apply for next consent required’ and the **Status detail** reflects for each stage a ‘pending your action’. On resigning the referral request has been removed and the Request for information.

▼ Applicant's view

[Help for this section](#)

Actions required

- Apply for next consent required
- Apply for next consent required

Status detail

Planning consent	✓ Granted 26 Feb 2026	>
Building Consent		
Stage 1	✓ Granted 26 Feb 2026	>
Stage 2	Pending your action	▼
Fee Payable	✓ Payment received 5 Mar 2026	
Request for information	Information requested by Relevant Authority (by 2 Jun 2026)	
Stage 3	Pending your action	▼

How to... Resigning as the consent relevant authority



The **Event History** page has an entry for the relevant authority resigned.

Summary Documents **Event History** Sharing access Building Notifications Variation Requests Inspection Operative Dates Related Actions

Application ID 26000506

Time	Consent / Dev. Appr.	User	Action	Description
05/03/2026 10:10	C36780	System	REFERRAL-AWAITING-FURTHER-INFO CANCELLED	Respond to Request For Further Info cancelled
05/03/2026 10:10	C36780	System	CW-RESPOND-TO-REFERRAL CANCELLED	Respond to Referral cancelled
05/03/2026 10:10	C36780	System	CW_COMMENCE_ASSESSMENT CANCELLED	Commence Assessment cancelled
05/03/2026 10:10	C36780	Test ACP Four	RELEVANT_AUTHORITY_RESIGNED_AWAITING_APPLICATION_DECISION	"User Four - Top Gun Assessors" resigned from acting to assess the building consent(s). An email is sent to the applicant to nominate a new relevant authority.

The reason why, is available from the event details.

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Selected Event

Time
05/03/2026 10:10

User
Test ACP Four

Consent ID
36780

Description
"User Four - Top Gun Assessors" resigned from acting to assess the building consent(s). An email is sent to the applicant to nominate a new relevant authority.

User Comments
Reason for resignation:
No longer hold accreditation and my business has been closed.

The dashboards are updated and reflect the consent resigning.

- **My Tasks** the action to 'assess consent' is removed.

MY TASKS

MY APPLICATIONS

Assigned to me only Assigned to my Organisation

Q 26000506 CONSENT/DA TYPE | Any CONSENT STATUS | Any

CONS/DA ALLOCATED TO | Any TASK NAME | Any TASK ASSIGNED TO | Any

Application ID	Location	Location RA	Consent/Dev Approval Type	Consent/Dev Approval Status	Consent/Dev Approval Allocated To	Task Name	Task Assigned To	Task Days Remaining
No items available								

- **Active External Referrals** any referral requests not yet responded are 'recalled' and responded referrals will remain.

ACTIVE EXTERNAL REFERRALS

Q 26000506 CONSENT TYPE | Any CONSENT ALLOCATED TO | Any REFERRAL BODY | Any

REFERRAL TYPE | Any DUE DATE | Any - Any RESPONSE DATE | Any - Any REFERRAL STATUS | Any

Application ID	Location	Nature of Development	Primary Contact	Consent Type	Consent Allocated To	Referral Body	Response Type	Referral Type	Referral Action	Request Date	Due Date	Response Date	Referral Status
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x two multi-storey dwellings	Test Applicant	BC		South Australian Metropolitan Fire Service	Regulation 45	Advice		5/3/2026	7/4/2026		Recalled

- **Requests for information** any requests not yet responded are 'recalled' and responded requests will remain.

REQUEST FOR INFORMATION

26000506 SEARCH CONSENT STATUS | Any CONSENT ALLOCATED TO | Any REQUESTED BY ORGANISATION | Any

REQUESTED BY USER | Any RFI STATUS | Any DUE DATE | Any - Any REQUESTED DATE | Any - Any

Application ID	Location	Nature of Development	Primary Contact	Consent Type	Consent Status	Consent Allocated To	Requested By Organisation	Requested By User	RFI Status	RFI Due Date	Days Remaining
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x two multi-storey dwellings	Test Applicant	BC - Stage 2	Initialised		Top Gun Assessors	Test ACP Six	Recalled		

- **Assessments** the consent is removed, leaving remaining stages.

The remaining staged building consents will remain assigned to the resigned accredited professional until the applicant submits the next consent in the sequence (e.g., Building Consent – Stage 2). At that time, the consent will update to the new consent authority. It will either stay visible on the dashboard if another accredited professional from the same organisation is selected, or it will be removed.

ASSESSMENTS | COMPLETED ASSESSMENTS

26000506 SEARCH CONSENT TYPE | Any CONSENT STATUS | Any CONSENT ALLOCATED TO | Any

Application ID	Location	Nature of Development	Primary Contact	Lodged	Consent Type	Consent Status	Consent Allocated To	Consent Days Remaining
26000506	7C HECTORVILLE RD HECTORVILLE SA 5073	3 x two multi-storey dwellings	Test Applicant	26/02/2026	BC - Stage 3	Initialised		